SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.   Position Title: Network Administrator   Revision Date: 09/13
                                                            EEO Category: Technician
                                                            Status: Exempt (Comp)
                                                            Control No: 30355

II.   Summary Statement of Overall Purpose/Goal of Position:

      Under the direction of the Information Technology Director, assists with Networking configuration, operations, and maintenance.

III. Essential Duties:

      ● Configure and maintain Network Firewall.
      ● Configure and maintain Network Data Switches.
      ● Configure and maintain Local and Wide Area Networking wireless radios.
      ● Configure and maintain Network Servers.
      ● Configure and maintain Virtual Servers and Virtual Desktop Infrastructure.
      ● Fine tune performance of servers and Data Switches
      ● Function as the City's Security Officer for purposes of the Health Information Portability and Accountability Act (HIPAA).

IV.   Marginal Duties:

      ● Perform other duties as assigned.

V.   Qualifications:

      Education: Requires an associate's degree in computer science, information technology, management information technology or related field.

      Experience: Requires four years experience supporting customers using thin clients, virtual servers, PCS, LANs and WANs Wireless networking (preferably two of the years experience obtained while working with Sandy City information technology). May substitute on a year for year basis any equivalent combination of education and experience.

      Certifications/Licenses: Requires a valid Utah Driver's License. Must be a CISCO Certified Network Associate (CCNA), a Certified Network Engineer (CNE) and a Microsoft Certified System Engineer (MCSE).

      Probationary Period: A one-year probationary period is required for this position.

      Knowledge of: LAN, WAN, WIRELESS Networking, VMware, Routers, UNIX and PC operating systems (WINDOWS) and components including processors, mother boards, accessories and cards peripherals; PC/LAN application software including word processing, spreadsheets and database management.

      Responsibility for: Responsible to oversee (maintain and correct problems) Network Data Switches, Network Servers, Firewall and Routers; responsibility for the care, condition and use of expensive City computer equipment.

      Communication Skills: Ability to communicate verbally and in writing; ability to follow complex written and oral instructions; extensive contact with end users.

      Tool, Machine, and Equipment Operation: Requires use of PCs, printers, routers, servers and telephone system.

Analytical Ability: Walk users through trouble shooting and configuring software systems over the phone. Operate a variety of computer equipment and software; understand and follow oral and written instructions; explain technical material in layman terms; develop effective working relationships with customers, co-workers and Administration.

VI.   Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects   or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and move objects up to 20 pounds.

Work Environment: Employee will generally work in a comfortable office setting with occasional exposure to inclement weather conditions. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; some pressure is generated by contact with other departments and exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DIV APPROVED BY: _____ DATE: _____